

ADMINISTRATIVE - INTERNAL USE ONLY

10 SEP 1985

MEMORANDUM FOR: Central Registration Branch
Office of Training and Education

ATTENTION:

FROM:

Deputy Chief, Physical Security Division
Office of Security

SUBJECT: Industrial Security Seminar

1. This memorandum is to confirm our discussion on 9 September 1985 concerning the reservation of room 1A07 Headquarters for the Industrial Security Seminar on 11, 12 and 13 February 1986. It is our understanding that we must vacate room 1A07 on Tuesday, 11 February, from 1200 to 1300 hours. We will arrange the Seminar agenda to accommodate this schedule.

2. I would also like to confirm our decision to cancel previously made arrangements for room 1A07 on 17, 18 and 19 December 1985.

3. We appreciate your assistance in providing the February dates for the Industrial Security Seminar. I may be contacted on [redacted] if any additional information is required.

OS/PAS/PSD/[redacted] (10Sept85)

Distribution:

Orig - Adse

(1) - Subject

1 - Chrono

Re-Confirmed on 8 Jan 1986

with [redacted]

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 ROUTING AND TRANSMISSION SLIP 10 SEPT 1985

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	C/PSD		16 SEP
2.			
3.	ADC/PSD		9/16
4.			
5.			

Action	File	Note and Return
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FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Industrial Security Seminar Planning

FROM:

ADC/PSD

EXTENSION

NO.

DATE

23 AUG 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/PSD

23 AUG 1985

23 Aug

2.

3. C/OPS/PAS

8/20

4.

5.

DD/PAS

9/3

6.

C/PSD - F4 + ASSIGN MONITOR

FOR POST 30 SEPT PERIOD

8.

ADC/PSD - FOR ACTION ON

SCHEDULING

9/4/85

9.

10.

11.

12.

13.

14.

15.

PLEASE COMMIT TUES -
WED, THURS IN FEB 86
FOR US. IN ADDITION,
WORK UP STRAWMAN SCHEDULE/
AGENDA + ALERT C/O DDC
SECURITY FOR PLANNING
PURPOSES AND COMMITMENT.

DD/PAS

9/3/85